

**Request for Proposals:
Development and Construction Permitting Review**

Date of Issuance: Amended December 22, 2015
Issued December 3, 2015

Issued by: City of Burlington, Vermont
Department of Innovation and Technology

Due Date for Questions: December 14, 2015 by 12:00PM EST
Responses will be available by December 21, 2015

Due Date for Bids: **Deadline Extended: January 11, 2016 by 12:00PM EST**
Please note that proposals will be accepted for components of this work, as specified in "Submission Requirements" below

Contact: Beth Anderson
Chief Innovation Officer
City of Burlington
149 Church St
Burlington, VT 05401
(802) 865-5357
banderson@burlingtonvt.gov

Overview

Burlington residents and industry professionals have voiced concerns that the process for obtaining approvals to perform repairs and construction is complicated, inefficient, expensive and lengthy and want to see change. The City would like to address these concerns, improve the internal efficiency and experience with the process, and provide enhanced service to taxpayers. Therefore, the City of Burlington, Vermont seeks proposals from a consultant(s) to work with City staff to review and recommend innovative solutions to:

1. Identify public perceptions and expectations through a series of public forums, interviews, and surveys;
2. Redesign the complete process for permitting of construction projects, from education about applying for a permit through issuance of a certificate of occupancy;
3. Ensure construction-related codes and standards adopted and applied by the City truly reflect its goals;
4. Streamline the permitting process and codes that affect the installation of grid-connected photovoltaic (PV) systems; and
5. Evaluate historic preservation regulations within zoning and identify opportunities or best practices that may be applicable to Burlington.

The goal of the initiative is to develop a permitting process that is:

- Consistent, efficient, transparent, and predictable;
- Ensures public health and safety;
- Supports energy efficiency; and
- Encourages investment and reinvestment.

As the scope of this engagement is broad and will require varied skill sets, the City will accept proposals for either:

- The entire engagement (items 1-5 above); or
- The process and construction related aspects of the engagement (items 1-4 above); or
- The historic preservation review (item 5 above).

Background

As the largest city in the State of Vermont, Burlington is a dense urban environment. It is well known as a community with a high quality of life, small and cohesive neighborhoods, and a vibrant downtown and waterfront – all within a spectacular setting on the shores of Lake Champlain. This deserving reputation is due in part to the City's small size, entrepreneurial spirit, civic-minded citizens and activist government. One of the many factors that makes Burlington such a great place to live, work, and visit is the community's respect for its setting, heritage and quality urban design.

| US Census Data for Burlington, VT¹ | |
|---|-----------|
| Population, 2014 estimate | 42,211 |
| Population, 2010 (April 1) estimates base | 42,417 |
| Population, percent change - April 1, 2010 to July 1, 2014 | -0.50% |
| Population, 2010 | 42,417 |
| Persons under 5 years, percent, 2010 | 4.10% |
| Persons under 18 years, percent, 2010 | 13.50% |
| Persons 65 years and over, percent, 2010 | 9.40% |
| Housing units, 2010 | 16,897 |
| Homeownership rate, 2009-2013 | 40.50% |
| Housing units in multi-unit structures, percent, 2009-2013 | 61.80% |
| Median value of owner-occupied housing units, 2009-2013 | \$253,300 |
| Households, 2009-2013 | 16,422 |
| Persons per household, 2009-2013 | 2.17 |
| Per capita money income in past 12 months (2013 dollars), 2009-2013 | \$25,441 |
| Median household income, 2009-2013 | \$42,677 |
| Land area in square miles, 2010 | 10.31 |
| Persons per square mile, 2010 | 4,115.80 |

¹ Source U.S. Census Bureau: State and County QuickFacts.

Development Permitting Process

Residents, contractors and developers must follow a defined process for obtaining and closing construction-related permits. The typical pathway includes applications for:

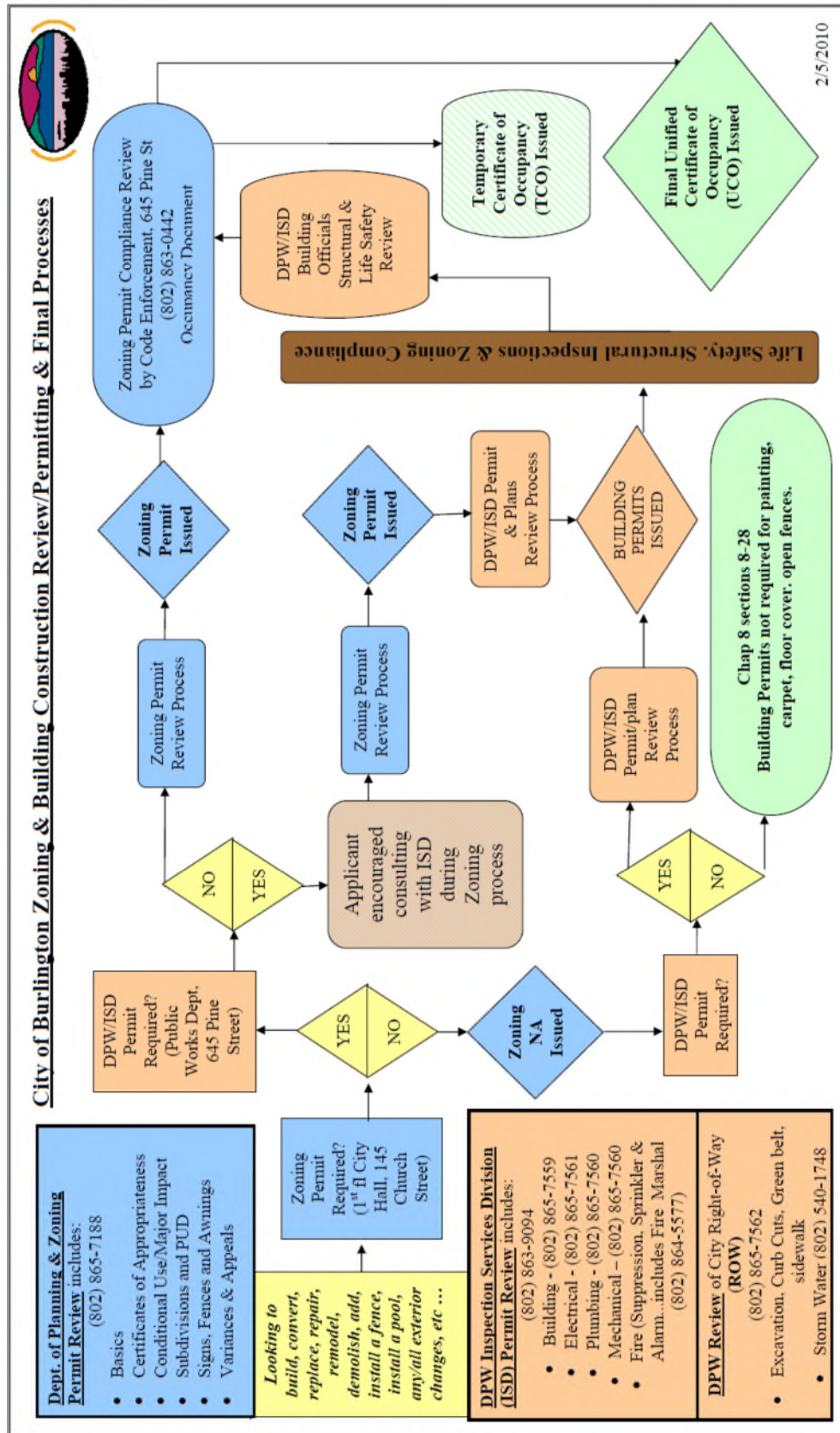
- a zoning permit(s) for approval of proposed design and materials
- a construction permit(s) for approval of all trades activities (e.g. building, electrical, plumbing, fire, mechanical), and ultimately
- issuance of a Unified Certificate of Occupancy verifying the project was completed to zoning and building standards.



Projects might also require additional local reviews or permits, including stormwater permits, traffic analyses, fire marshal, liquor control and entertainment, and right of way reviews; as well as State reviews for Act 250, Public Service Board (e.g. telecommunications, wind and solar projects), or ANR compliance or other business licenses.

Departments included in the process have made significant efforts over the years to respond to community comments and implement changes to the system to improve communication, workflow and the customer experience. However, these efforts have been performed in addition to staff's regular work duties. The City is ready to apply a more comprehensive review across all areas of the permitting process to identify and implement innovative changes.

The current process is outlined in the illustration on the following page:



Appendix A includes a description of the typical project workflow. Data about the number and types of permits issued in Burlington is included in Appendix B.

Construction-related permitting is managed by five departments, each with separate responsibility:

- **Planning and Zoning Department**, located at City Hall, which has the programmatic objective of harmonizing and guiding land development and use. This department's purview includes all land development, urban design, subdivision, land conservation, and historic preservation review necessary for the issuance of a zoning permit.
- **Department of Public Works Inspection Services Program**, located at 645 Pine Street, which has the programmatic objective to ensure structures are constructed in a manner that meets the requirements established by the State of Vermont Fire and Building Safety Code; this department issues construction permits (building, electrical, plumbing, mechanical, fire suppression, sprinkler, and fire alarm), stormwater permits, traffic analysis, right-of-way, and excavation project. This department may also issue dangerous conditions orders, which may result in permits required for remediation activities.
- **Fire Marshal's Office**, located at 132 North Avenue, which ensures that fire sprinkler, suppression and alarm systems are developed in a manner that is consistent with the State of Vermont's Fire and Building Safety Code. This Office regularly inspects existing commercial properties, which may result in findings leading to permits required for remediation activities.
- **Burlington Electric Department**, located at 585 Pine Street, provides technical assistance to the inspection division and applicants regarding compliance with the energy efficiency provisions of the city's building codes.
- **Code Enforcement Office**, located at 645 Pine Street, which ensures zoning permit compliance, and issues a Unified Certificate of Occupancy for combined zoning and construction permits. This Office performs Minimum Housing Inspections, which may result in permits required for remediation activities.

Zoning Ordinance

Burlington's zoning and subdivision regulations are captured in the Comprehensive Development Ordinance, which was originally adopted in 2007 and last amended in 2015. The intents and purposes of the ordinance are to:

- a. Encourage the use and development of lands in Burlington in a manner which will promote the public health, safety and welfare;
- b. Implement the goals of the Burlington Municipal Development Plan;
- c. Protect agricultural, forest and other environmentally significant lands;
- d. Facilitate the growth of Burlington and its neighborhoods so as to create an optimum environment, with good urban and civic design;
- e. Encourage appropriate architectural design and the conservation and protection of historic resources;
- f. Encourage the conservation, utilization and development of renewable energy resources;
- g. Encourage development of a rich cultural environment and to foster the arts.

- h. Encourage the continued economic growth and vitality of the city; and
- i. Create a model city for people to live and work in.

The Comprehensive Development Ordinance is available at <https://www.burlingtonvt.gov/PZ/CDO>. Information about applying for zoning permits is included in Appendix C.

Building & Fire Safety Ordinances

Burlington is unique in Vermont in its comprehensive administration of the Vermont Building and Fire Safety Code, under agreement with the Fire Prevention Division of the Vermont Department of Public Safety. Burlington has expanded application of the Code to include single-family homes, though not required by the State. In addition, Burlington has adopted city-specific codes and ordinances, as well as national and international standards to building requirements. Construction projects must comply with State and Local fire and life safety codes. All projects that include fire sprinkler, suppression or alarm systems require a permit from the Fire Marshal's Office, which has authority for review, permitting, inspection and testing of fire protection systems.

A list of the relevant building and fire codes and ordinances and information about applying for permits is included in Appendix D.

Unified Certificate of Occupancy

Burlington offers a Unified Certificate of Occupancy (UCO) at project completion, which completes both the zoning and building permit processes. The UCO signifies that work has been completed in accordance with the relevant ordinances and permits.

Further information about the UCO is included in Appendix E.

Technology

Burlington has used the CSDC Amanda regulatory case management solution since 2003 for construction related permit applications. The version in use is 5.4.4.31a.

Because Amanda does not support fire service needs, Burlington Fire Department uses Firehouse software for fire protection permitting and inspection records, as well as incident responses and fire investigations. Records reference Amanda permit numbers to keep data aligned.

Scope of Work

This engagement will include 5 key areas of focus, each further detailed below:

1. Identifying public perceptions and expectations;
2. Redesign of the permitting process;
3. Review and redline construction ordinances;
4. Streamline the solar permitting process;
5. Evaluate historic preservation regulations and recommending applicable opportunities.

1. Identify public perceptions and expectations

Public feedback about the current process is one of the main drivers of this engagement. It will be critical that a formal process for soliciting and synthesizing feedback from the public be executed as part of this engagement. Feedback mechanisms must include a series of public

forums, interviews and surveys, as well as other methods deemed valuable by the consultant. Feedback must be obtained from:

- Internal stakeholders, including staff from all departments that support the permitting processes, as well as those that are consumers of the process;
- Community members, including single- and multi-family homeowners from across Burlington; and
- Development and construction professionals who participate in commercial and residential work in and around Burlington.

It is expected that a minimum of 3 noticed public forums will occur. The selected consultant will be required to coordinate all aspects of public engagement to allow for a safe, open forum for community members and to ensure the feedback provided is impartial. This includes scheduling and noticing meetings, marketing and community outreach, and documenting all meetings.

Particular emphasis should be placed on: utilizing a diversity of outreach methods; expanding the overall number of participants (attend events, submit comments, etc.) and age range of participants; and facilitating participation by under-represented populations (seniors, ethnic groups, refugees, etc.).

2. Redesign of the Permitting Process

Burlington would like to develop and implement a permitting process that:

- Ensures good customer services
- Is understood and valued
- Is consistent, efficient, predictable and transparent
- Can be administered and enforced with available resources
- Is supported by effective tools and technology
- Is based upon best practices from other municipalities
- Acknowledges state and national regulations or standards the City is required to enforce

The permit reform effort will explore the permitting process and workflows, both for the requestor and staff. This includes preparing and submitting applications; accepting, reviewing and issuing zoning permits, construction permits and solar permits, including inspection processes; and the issuance of a Unified Certificate of Occupancy. The review should include:

- Application Processing and Workflow
- All permitting-related fees
- Administrative processes
- Interfaces with other permitting (i.e. liquor and entertainment permits and state Certificate of Public Good permits)
- Public education and external communication
- Organizational Structure
- Staffing and Training
- Sharing of data and information between departments
- Department location and layout
- Technology and tools
- Process Evaluation and Performance Measures

3. Review and Redline Construction-related Ordinances

The project will include a review of codes related to the built environment to truly reflect what is necessary to support the City's infrastructure; address housing safety, accessibility, affordability,

availability, and energy efficiency; support investment; and encourage the improvement and rehabilitation of existing buildings.

- The following areas will be reviewed for possible modification:
 - All codes and ordinances written and adopted by the City that exceed state or federal requirements.
 - The practice of applying State Codes to single-family residences.
 - Handling of open and old permits.
 - The national and international codes adopted in Burlington beyond what is obligated by the State.
- In addition new opportunities will be considered, including means to:
 - Reduce the cost of conversion of conventional housing to ADA-compliant, accessible housing, for example through inclusion of Universal Design requirements;
 - Encourage the improvement and rehabilitation of older structures, including considering the adoption of a Rehabilitation Code;
 - Expand the availability of safe, affordable childcare through changes in process and ordinances;
 - Incentivize compliance to improve quality of life for neighbors.

4. Streamline the Solar Permitting Process

Burlington would like to minimize the difficulty, time and cost of permitting of solar projects, to make solar energy more accessible and affordable in Burlington.

The consultant will be asked to review the process and review permitting requirements and ordinances that affect the installation of grid-connected photovoltaic (PV) systems in the city in the context of state permitting oversight of electric generation permitting, and

- Make recommendations to streamline the city process and propose possible code changes that could reduce review times or costs
- Evaluate the benefit of creating an Ombudsperson position to help support solar permit requests

Evaluate and recommend ways to leverage Burlington municipally-owned electric department to support the solar permitting process.

5. Provide Recommendations to Improve Historic Preservation within Zoning

Burlington recognizes the important economic advantage that a strong commitment to preservation brings to the City overall, and the need to balance that commitment with a strategy that assures predictability, fairness and practicality in the permit review process.

There are a number of factors indicated as influencing the owners of historic buildings:

- an aging housing stock with original materials nearing or well-past the end of their serviceable life (or the victim of neglect);
- a desire to reduce the cost and time of ongoing maintenance (especially true for older property owners and often exacerbated by original materials reaching the end of their serviceable life and/or the victim of neglect/poor maintenance);
- a desire to reduce energy costs and improve conservation;
- the necessity to abate exposure to lead paint;

- orders to enlarge a window opening to meet Building Code egress requirements triggered by an expansion of living space;
- decades of work done without any permits and a historic lack of enforcement;
- cost of historically appropriate materials sometimes significantly exceeding modern materials;
- concern for cost of preserving historically significant features that no longer function.

The engagement should include research and provide detailed examples of best or innovative practices about the following, with recommendations about their applicability to Burlington:

- treatment of listed (local, state and/or national) buildings;
- treatment of buildings that remain undocumented but may be eligible for historic listing, especially whether Burlington should reduce the number of buildings currently subject to historic review;
- local incentives (financial and otherwise) that encourage and support property owners in the repair and conservation of historic properties, and their relevance and applicability in Vermont given our local and statewide property tax structure;
- use of rehabilitation guidelines (Sec of the Interior or other, regulatory and non-regulatory) in the review of proposed alterations to historic buildings;
- relationship between historic preservation regulations and building life safety requirements, particularly with regard to egress requirements;
- adoption of a rehabilitation code (also to be explored in the first piece of this engagement), and its implications from a historic preservation perspective;
- relationship between historic preservation regulations and energy codes particularly with regard to window replacement;
- consideration of replacement materials on historic buildings including:
 - incentives for repair over replacement
 - determining at what point replacement is necessary/justified (i.e. cost, % of replacement necessary, entire building or facade)
 - consideration of economic feasibility (definition, by whom, in what situations)
 - evaluation of acceptable substitute materials
- consideration of the proposed demolition or relocation of historic buildings;
- considerations for economic hardship;
- confronting decades of disinvestment and situations of demolition by neglect;
- recognition and treatment of secondary structures with historic merit such as carriage barns.

In addition, the recommendations may take into account factors not called for here if research demonstrates additional practices to be considered.

It is expected the scope of work will entail:

- Review and documentation of current processes and workflows across all departments involved in the submission, review and issuance of construction-related permits;
- Consideration and incorporation of public perceptions and expectations gathered through public forums, interviews, and surveys to be held;

- Peer review against communities with similarities to Burlington’s demographics, built-environment, and applied codes and ordinances.
 - Comparison to larger, out of state communities will be essential to ensuring meaningful recommendations
 - Peer communities should largely represent Northeast cities (e.g. ME, NH, MA, RI and NY), but may represent other regions where appropriate.

Project Team – City Staff

The engagement will be guided and overseen by a project team that includes representatives from the Planning and Zoning Department; Department of Public Works Inspection Services Division; Burlington Electric Department; Fire Marshal’s Office; Code Enforcement Office; Community Economic Development Office; City Attorney; and Department of Innovation and Technology.

The consultant will be required to work closely with designated City staff to ensure alignment of recommendations with the City’s goals. As City staff will be required to champion and implement the recommendations, it will be necessary for them to fully understand the intent and details of changes being proposed. The City is committed to the success of this project, and staff will be made available as necessary.

Deliverables

1. Documentation of public perceptions and expectations regarding the construction permitting process gathered through public forums, surveys and interviews. These findings must inform the work of and recommendations resulting from this engagement, and will provide important guidance for the City to use. Deliverables should include:
 - a. A synthesis of key themes and findings;
 - b. Detail of findings broken out by source (e.g. staff, homeowners, professional developers);
 - c. Minutes taken from each meeting or forum;
 - d. A listing of all meetings and forums that were held, including attendees;
 - e. Copies of all public notices and invitations related to this phase.
2. A proposal for an innovative permitting process that addresses the challenges, public feedback, and inefficiencies identified, and a detailed plan for its successful implementation. The proposals should include:
 - a. Workflow diagram(s) of all permitting process(es);
 - b. Identification of the staffing and training required to support the new process;
 - c. Designs for improved office layout and locations;
 - d. Drafts of forms and applications to be used to support the new process;
 - e. Descriptions of the public education and communication necessary to support the recommendations;
 - f. A recommendation of the technology required to support the new process:
 - i. A detailed set of requirements for an application to support the proposed process;
 - ii. An evaluation of CSDC’s Amanda tool currently in use and whether and how it can be modified to support the new process;
 - iii. Recommendation of other applications to be considered to support or supplement the new process.

- g. Appropriate performance metrics for ongoing evaluation of the new process and operational performance.
3. Recommendations for changes to the construction-related codes and ordinances adopted by Burlington.
 - a. Recommendations about application of Vermont Fire and Building Safety Code to single-family residences.
 - b. Redline changes to Burlington-adopted codes and ordinances that will allow the City to meet its reform goals.
 - c. Recommendations regarding other national and international codes adopted in Burlington.
 - d. Recommendations on means to reduce the cost of conversion of conventional housing to ADA-compliant housing.
 - e. Recommendations on whether adopting a Rehabilitation Code would make sense in Burlington and how it might work. The recommendation should include detail about what would be appropriate, with a benefits analysis and examples of how it has worked in other cities.
 - f. Suggestions on strategies used in other communities to encourage the availability of childcare spaces that might be effective in Burlington.
 4. Recommendations to encourage the solar permitting process and encourage the installation of PV systems.
 - a. Suggestions changes to building ordinances (redlined).
 - b. Recommendations for changes to the permitting process that will streamline PV permitting costs and timelines
 - c. Analysis and recommendation of whether creating an ombudsman role to shepherd solar projects would help to improve the process.
Please note the deadline specific to the solar deliverables in the deadlines section below.
 5. Evaluation of historic preservation regulations and recommendations for opportunities that may be applicable in Burlington.
 - a. Recommendations for innovative and best practices for historic preservation that should be considered with detailed information on where they are being successfully employed, how they might benefit Burlington and how they could be implemented in Burlington.
 - b. Recommendations for innovative practices to implement and enforce zoning permits.

Deadlines & Expectations for Project Deliverables

The solar permitting review is funded by an external grant, which requires submission of final materials by end of March 2016. Therefore a final, City-approved version of all materials in response to item 4 in Deliverables (above) must be submitted to the City project team by **March 17, 2016**. Drafts for review and comment should be available to the team at least two weeks prior to that date.

The City would like to have the full scope of the work included in this proposal complete and delivered by **mid-summer 2016**. However, we encourage proposals to include realistic project plans and timelines that ensure the time necessary to perform a comprehensive review and

provide meaningful, effective recommendations. Contracts are not binding until properly approved by City officials.

Consultants will be required to submit status reports every two weeks, to be shared with the project team and others at the City. An update meeting with the full team should be scheduled at least every month to review deliverables and provide feedback.

Draft deliverables must be provided to the project team at least two weeks before deadlines for feedback to allow time for review. All deliverables must be reviewed and approved by the project team before being considered final.

Submission Requirements

As the scope of this engagement is broad and will require varied skill sets, ***the City will accept proposals for either:***

- The entire engagement (items 1-5 above); or
- The process and construction related aspects of the engagement (items 1-4 above); or
- The zoning and historic preservation review (item 5 above).

Any proposals for completing only items 1-4 or item 5 must include an explanation of how the consultant will work with the other consultant selected to ensure that public outreach and feedback addresses needs, is effective and comprehensive, and will avoid duplication of efforts or reaching out to residents twice.

Responses should be submitted by the date identified above. Responses should be submitted in hard copy (10 copies) in a sealed envelope as well as in electronic format (PDF preferred).

Responses should include:

- Identification of which piece(s) of the RFP are included in the proposal;
- An executive summary explaining the recommended solution;
- A detailed description of the proposed work and methods to be used;
- A detailed work plan that includes:
 - clear deliverables and deadlines;
 - expectations of time required from the City's project team;
- A detailed plan for a proposed public outreach and engagement process, taking into consideration what the City wants to provide at a minimum. Explain logistics, methodologies and/or schedule of events.
- A cost proposal detailing the cost for each component of the project, as well as hourly rates for key staff, if relevant;
- A summary of estimated labor hours of the team to complete the tasks outlined in the scope of work. Clearly identify the hours to be completed by each team member by each task;
- An overview of the vendor's organization and its qualifications;
- The name of the individual(s) who would be responsible for implementation, if chosen, their roles, and a summary of their experience;
- An explanation of any partnering arrangements that have been made to respond to this request;

- Two to three examples of work of similar scope and size, including the names and locations of the projects.
 - Samples should be no more than 10 pages each and do not need to include complete documents, but rather enough information to provide a sense of the work completed and relevance to Burlington's circumstances.
 - Include names of participating team members who worked on these projects.
 - Example materials must be provided in electronic format, but hard copy is not required.
- Three references for similar projects who can be contacted by the City.

Firm selected must have experience in municipal development and permitting with cities similar to Burlington. The selected firm should have demonstrated experience delivering similar projects in at least 10 other cities.

Bidders must comply with all provisions of state law, including being a business in good standing with the Vermont Secretary of State and Department of Taxes, and the accepted bidder will have to comply with the city's livable wage, outsourcing, and union deterrence ordinances, copies of which are available on the city's website (or may be supplied on request).

The City of Burlington does not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information.

The City is also committed to providing proper access to services, facilities, and employment opportunities.

Bids should be sent in a sealed envelope to the contact listed above.

Questions

Questions may be submitted by email by the deadline identified above. Any revisions, addendums and answers to questions that are received by the due date for questions will be posted on the City's RFP web page <http://burlingtonvt.gov/RFP/>.

Proposal Evaluation and Selection

Responses will be reviewed by the project team based upon the information provided in the proposal. The evaluation criteria and corresponding weights are:

| Review Criteria | Weight | Maximum Points | Total Points |
|---|--------|----------------|--------------|
| Quality and creativity of the proposed Scope of Work. | 2 | 5 | 10 |
| Level of understanding of the project goals, and sensitivity to Burlington's distinct character, issues and needs. <i>For proposals addressing only items 1-4 or item 5, this includes a clear explanation of how the consultant's work will be coordinated with another consultant.</i> | 4 | 5 | 20 |
| Demonstrated ability to organize and lead effective, productive public meetings, surveys and interviews, while using innovative participation techniques/tools. | 4 | 5 | 20 |
| Successful performance on similar projects, with demonstrated ability to provide innovative, appropriate, and executable recommendations. | 5 | 5 | 25 |
| Organizational qualifications and individual skillsets required to address all aspects of the scope of work. | 3 | 5 | 15 |
| "Best bang for the buck" - The most experienced people doing the most work for the least cost resulting in the best product. | 2 | 5 | 10 |
| TOTAL | | | 100 |

Additional information may be requested prior to final selection. The city intends to accept the bid(s) it determines to be in the best interests of the city, based on the overall proposal, not exclusively on cost or any other specific factor. The city reserves the right to amend, modify, reject, negotiate, or accept any bid in whole or in part at its sole discretion. It is anticipated that a decision will be made within 45 days of the due date.

Indemnification

The Vendor will act in an independent capacity and not as officers or employees of the Municipality. The Vendor shall indemnify, defend and hold harmless the Municipality and its officers and employees from liability and any claims, suits, expenses, losses, judgments, and damages arising as a result of the Vendor's acts and/or omissions in the performance of this contract.

The Municipality is responsible for its own actions. The Vendor is not obligated to indemnify the Municipality or its officers, agents and employees for any liability of the Municipality, its officers, agents and employees attributable to its, or their own, negligent acts, errors or omissions.

Limitations of Liability

The City of Burlington assumes no responsibility and liability for costs incurred by parties responding to this invitation to bid or responding to any further requests for interviews, additional data, etc., prior to the issuance of the contract.

Rejection of Proposals

The City of Burlington reserves the right to reject any or all responses, to negotiate with one or more parties, or to award the contract in the City's best interests. The City reserves the right to re-advertise for additional responses and to extend the deadline for submission of responses.

Ownership of Documents

Proposals, plans, specifications, basis of designs, electronic data and reports prepared under any agreement with the selected contractor and the City shall become the property of the City. Records shall be furnished to the City by the contractor upon request at any time, however contractor may retain copies of the original documents.

No Benefit to City Official

Bidders warrant that no elected or appointed official or employee of the City will benefit financially from this contract. The City reserves the right to refuse to award any contract to or rescind any contract entered into with any bidder who offers any gratuity of any kind to a public official to induce the City to enter into this agreement.

Vermont Public Records

All communications with or documents provided to the City are subject to the Vermont Access to Public Records Act (VAPRA). If a bidder believes that any material submitted is proprietary or a trade secret, it must specifically identify that material by marking it "Confidential" or "Proprietary" and separating it from other sections or pages of the submission. The bidder must provide the City with a convincing rationale to justify any exemption from the VAPRA, but the bidder understands and agrees that the decision whether to release or exempt any materials rests solely with the City.

Appendix A: Current Permit Process

From <https://www.burlingtonvt.gov/PZ/The-Permit-Process-Super-Simplified>

The Permit Process - Super Simplified

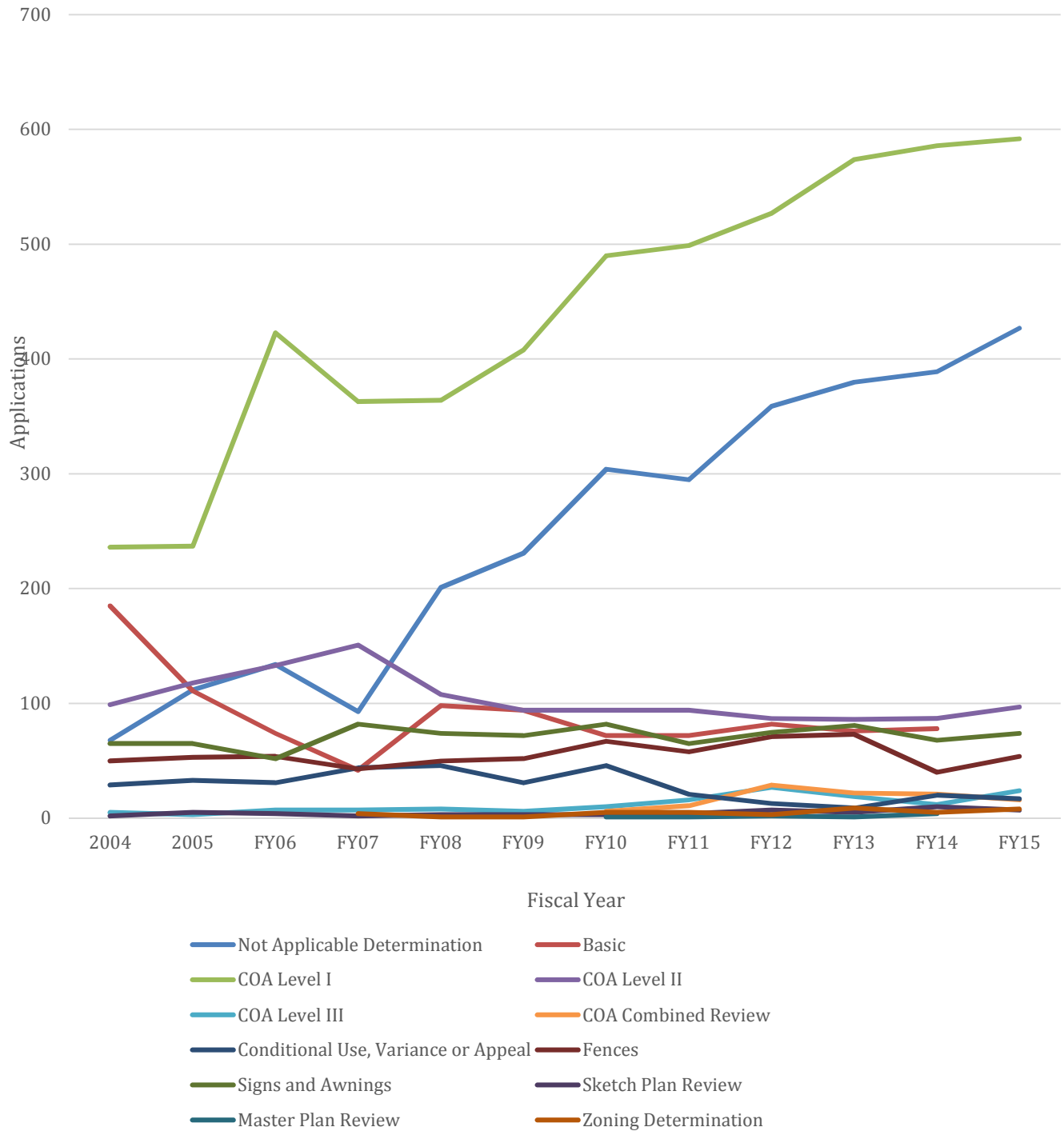
The following is a quick list of the basic steps that a typical project requiring a Zoning Permit will need to follow. We also have a simplified Flowchart that illustrates the process from beginning to end.

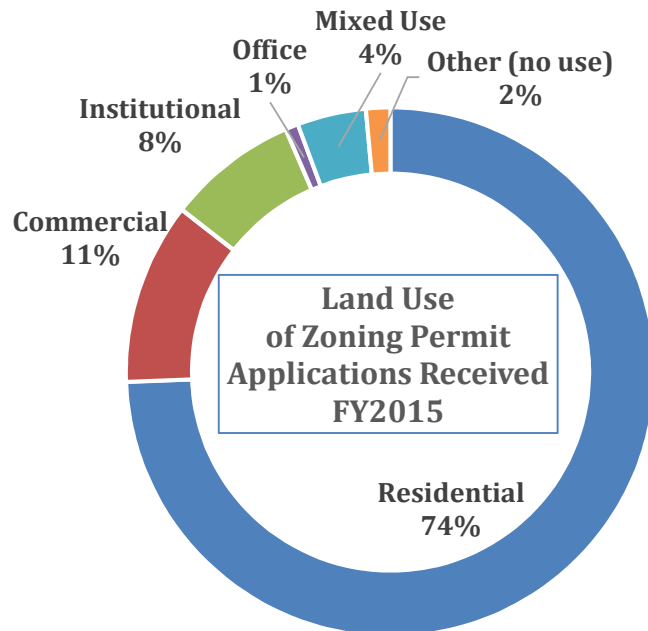
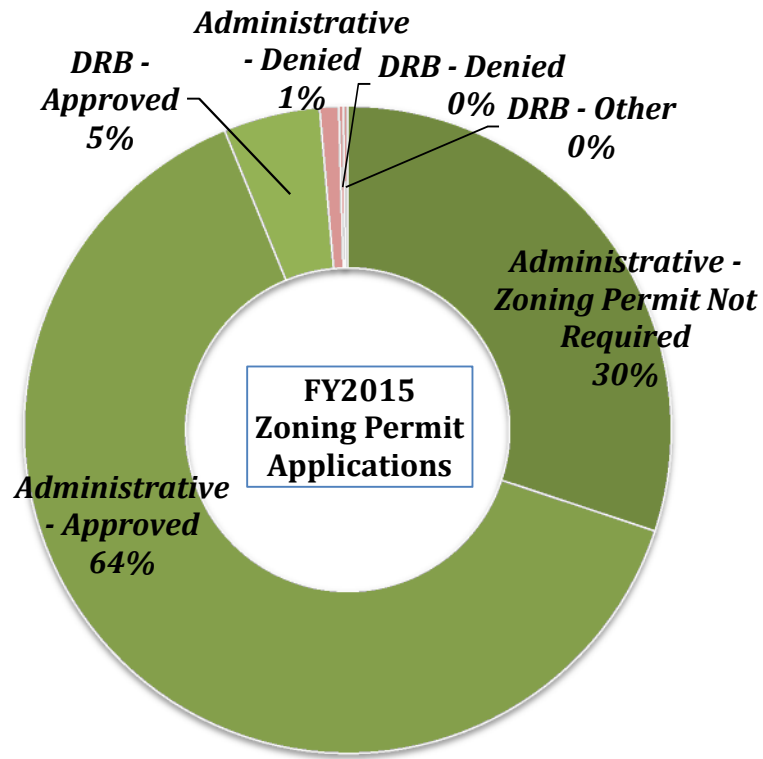
1. Come to the Dept. of Planning and Zoning, **apply for a Zoning Permit** and pay the applicable Fee. Be sure to post the "Z-Card" public notice where it can easily be seen from the street.
2. The permit application is **processed by P&Z staff**. Simple projects can be acted on by staff and usually only take a few days depending on their workload. More complex projects have to be reviewed by the Development Review Board and can several weeks.
3. Once an application has been approved, there is a **15 day appeal period** required by state law before you can actually get your permit.
4. After the appeal period ends, you will need to come to the Dept. of Planning & Zoning to **sign and pick up your Zoning Permit** - be sure you have completed any pre-release permit conditions and you will need to pay any outstanding Fees.
5. With your Zoning Permit in-hand, you are ready to **apply for your Construction Permit** (permits for building, electrical, plumbing, mechanical, fire suppression, curb cuts, and excavation) at the Dept of Public Works - Inspection Services and pay the applicable fees.
6. With your Construction Permit in-hand, you can finally **get to work!**
7. During the project you can expect one or more **construction permit inspections** while you are doing the job. If you find you need to make changes that are different from what's been approved on your Zoning Permit, consult with the Planning staff first so you understand how this may affect your permit.
8. When you are almost done with the work you can **request a final inspection** to close out your Construction permit.
9. Once your Construction Permit has been closed-out and all of the work is complete, you are ready to **request a Final Unified Certificate of Occupancy (UCO)** from the Code Enforcement Office and pay the applicable fees. To stay "Super Simplified", *make sure you have completed everything in accordance with your Zoning Permit*. Small changes can be approved by Planning staff with an "as-built" plan. Bigger changes however may require a whole new zoning permit so plan ahead. If there are still a few things that need to get done but you are otherwise ready to begin using the space you can request a temporary UCO.
10. **File UCO in your records**, and enjoy the result of all your hard work!

Please remember this is the MOST simplified process. Depending on the project, it may take longer, cost more, or have more restrictions than outlined above. For the best information, visit the appropriate office and speak with the staff about what to expect for YOUR SPECIFIC project.

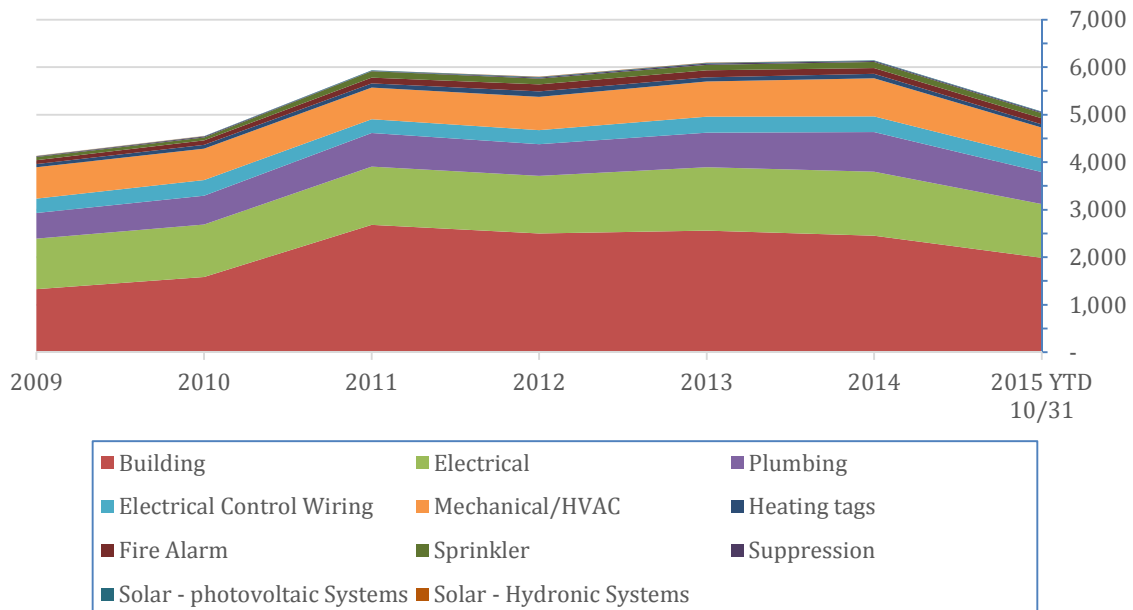
Appendix B Permitting Data Overview

Zoning Applications, by type



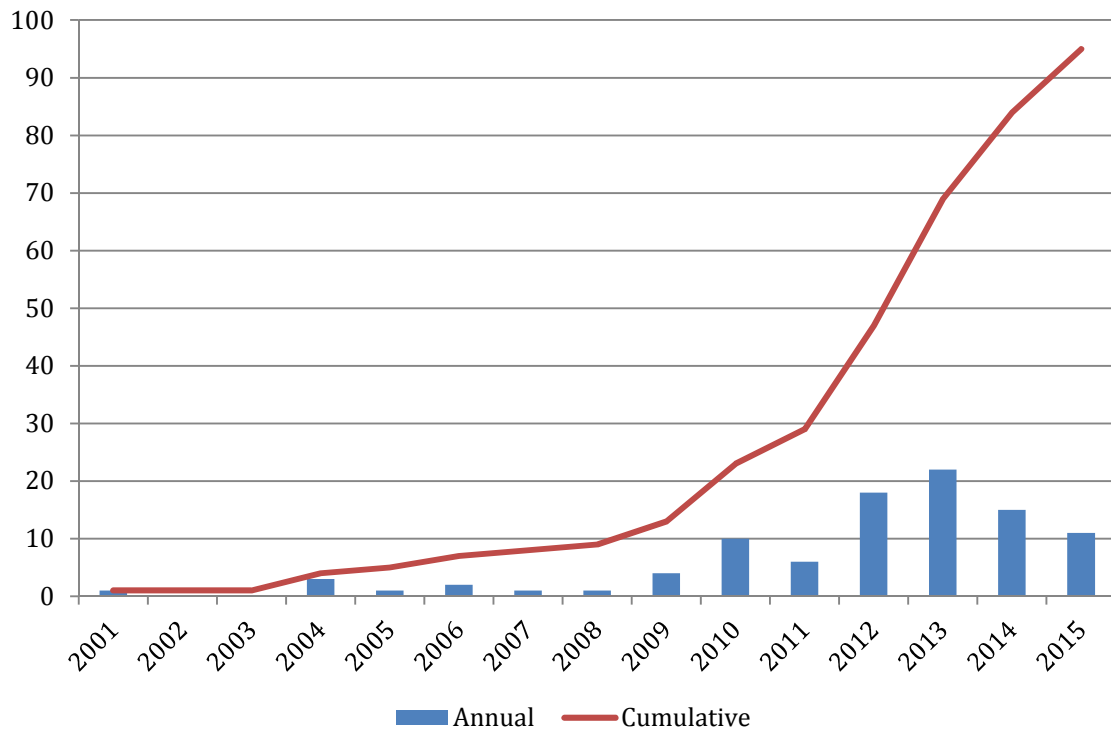


Permits Issued by Inspection Services Division, by type

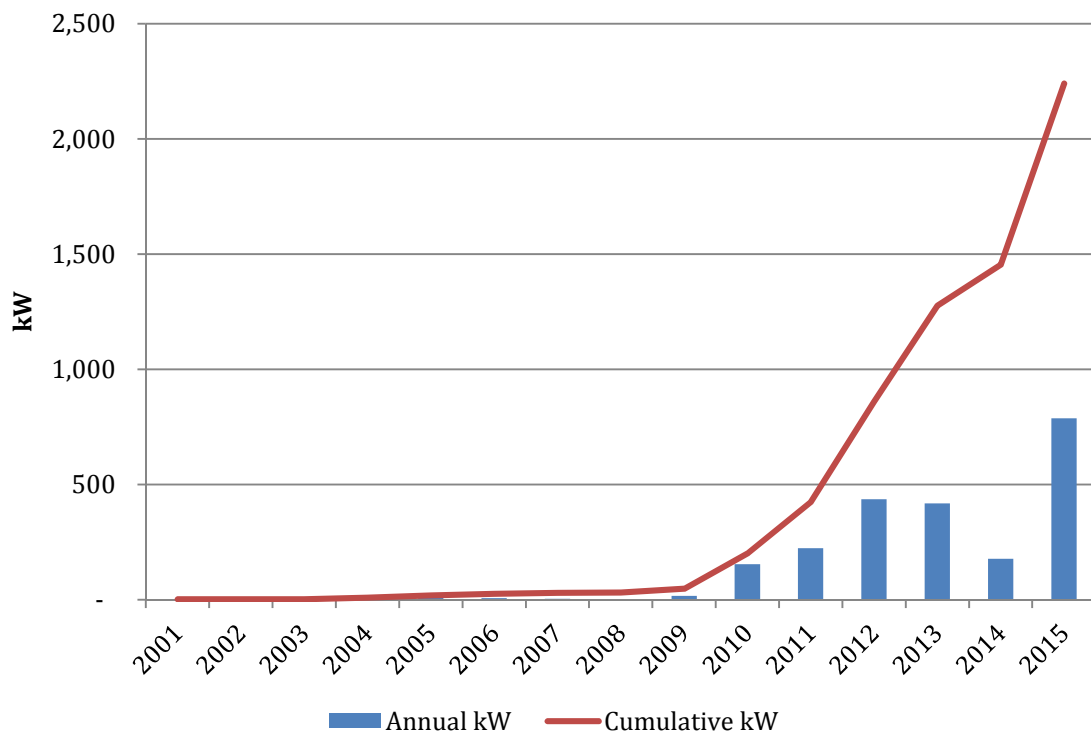


| BURLINGTON FIRE DEPARTMENT | | | |
|---|-------------|-------------|--------------------|
| FROM ACTIVITY REPORT TO VERMONT DIVISION OF FIRE SAFETY | | | |
| Calendar Year | 2013 | 2014 | 2015 YTD 15 OCT |
| PERMITS ISSUED | | | |
| FA Permits | 156 | 136 | 98 |
| SPKL Permits | 110 | 124 | 76 |
| Fire Pump Permits | 2 | 1 | 3 |
| Hood Permits | 18 | 22 | 14 |
| Specialty Suppression Permits | 5 | 2 | 2 |
| Tent Permits | 88 | 88 | 89 |
| Estimated Value of Fire Protection Work Contacted | \$2,634,162 | \$1,905,692 | \$1,725,287 |

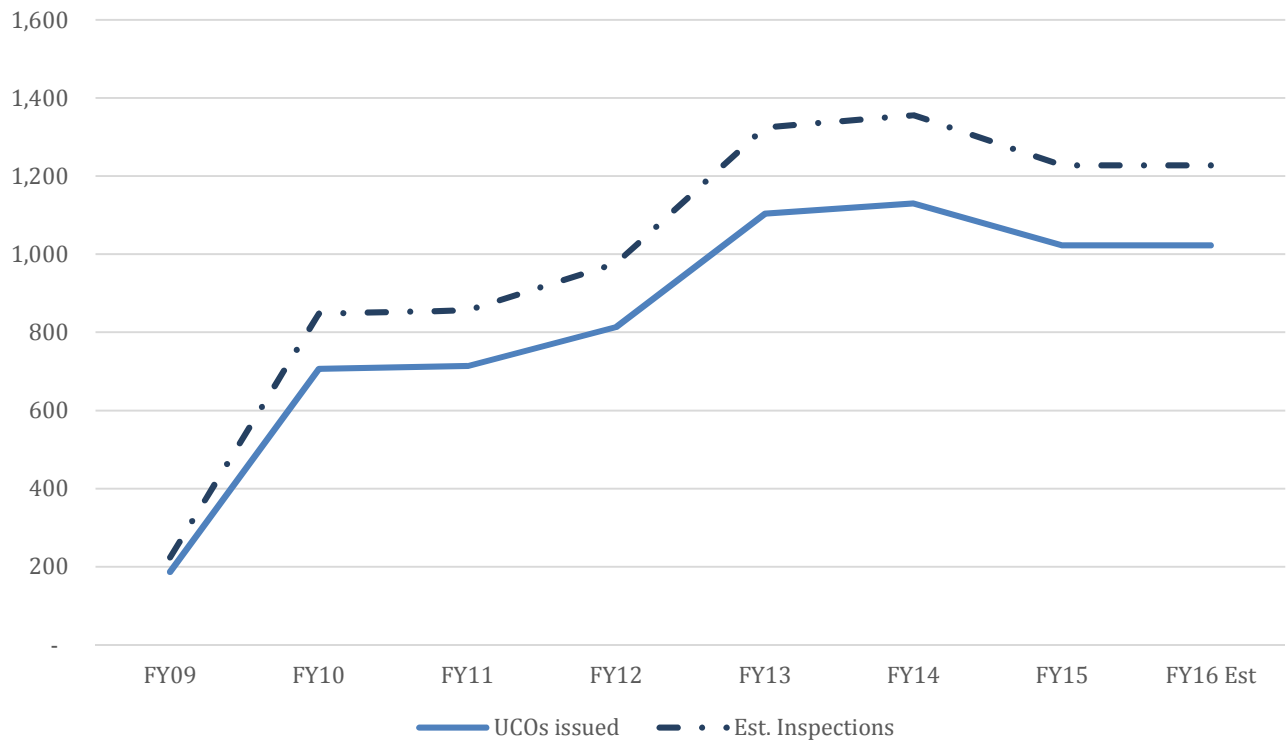
Number of Solar Installations in Burlington



kW of Solar Installation in Burlington



Unified Certificates of Occupancy issued, by Fiscal Year



Appendix C

Zoning Review Process – Planning and Zoning Department

From <https://www.burlingtonvt.gov/PZ/The-Zoning-Review-Process>

Getting a permit for a construction project in Burlington doesn't have to be a confusing process. In almost every case you will need to get both a zoning and a construction permit from the City. Once all of the permits have been approved and the work has been completed in accordance with those permits, you will need a Unified Final Certificate of Occupancy (completes both the zoning and construction permit processes) from the Code Enforcement Office before you can start using the new/renovated space.

Please take a few minutes to read the following information to be sure you understand what you can expect from the process.

Administrative versus Development Review Board Review

Once a Zoning Permit application has been received, staff will review the information to make sure everything is complete and we have the information needed to make a decision. Final decisions are made either administratively by the Planning and Zoning staff, or by the Development Review Board. Section 2.3.4 of the Comprehensive Development Ordinance authorizes Planning and Zoning staff to decide or act upon zoning permit applications.

Approximately 90% of all of the applications received are acted upon administratively. This typically takes a week or two to make a decision (not including the required appeal period, see below), but can take up to 30-days depending on the complexity of the project and existing staff workloads.

The remaining approximate 10% of applications are reviewed by the Development Review Board (DRB). These applications are generally for larger and more complex projects, and their review can take 8 weeks or more. Applications involving most Certificate of Appropriateness (COA) Level II and all COA Level III, Conditional Use, Major Impact, and appeals of administrative decisions go to the DRB, which meets twice monthly. See Submission Deadlines for dates by which a complete zoning permit application must have been received in order to be heard at a given DRB meeting.

The City also has two advisory boards who make recommendations to the Development Review Board and staff regarding certain types of zoning permit applications. These advisory boards are:

- Design Advisory Board (DAB) - Considers architectural and site design and materials, and
- Conservation Board (CB) - Considers environmental factors, including stormwater.

The meetings of these two boards are open to the public, and their recommendations are forwarded to the DRB (and in some cases to the Planning staff) who makes the final decision. Zoning staff decides whether an application will be considered by either the DAB or CB. The applicant may request a hearing before either if desired.

Once a decision has been made, the application goes into a state-mandated Appeal Period. During this time a zoning decision may be appealed. The appeal period for administrative decisions is fifteen (15) calendar days, and thirty (30) calendar days for DRB decisions.

A Zoning Permit can be released by the Planning staff after the close of the appeal period and after all pre-release permit conditions have been met and outstanding fees have been paid. The applicant must visit the Planning and Zoning office to pick up the zoning permit and sign the permit acknowledging that they have read and agree to the Conditions of Approval.

Public Notice

State law requires that public notice be given for all requests for a Zoning Permit. Every applicant is provided with a "Z-Card" to post in a place visible from the street, and information regarding all applications are posted on the Planning Department's website in real time.

For applications that must be reviewed by the DRB, all abutting property owners will receive written public notice in the US Mail of an upcoming DRB meeting where they will consider the application. Others with ongoing interest in the Zoning Review process (NPA Steering Committees, City Councilors, etc.) get a copy of all DRB meeting agendas emailed to them. In addition, the CDO requires public notice in the newspaper for certain types of projects such as Conditional Uses, Major Impact Review, Variances, and others where a Public Hearing is required. All DRB Meeting Agendas are posted on this web site.

Applications for projects requiring a zoning permit, identified at <https://www.burlingtonvt.gov/PZ/When-Do-I-Need-to-Apply-for-a-Zoning-Permit>, are provided to the Planning and Zoning Department. Further information and forms are available at <https://www.burlingtonvt.gov/PZ/Forms-and-Checklists>

Staffing

Planning and Zoning staff includes:

- 3 Planners
- 2 Customer service staff

Appendix D

Construction Permits – Inspection Services Division

Construction Permits are required to assure compliance with applicable building, electrical, plumbing, and fire suppression codes and other City ordinances. For projects requiring a zoning permit, construction permits are required and issued only after a zoning permit has been released by Planning and Zoning. Construction permit applications are submitted to the Inspection Services Division staff: individuals or contractors can meet with the Inspectors daily between 8 and 10 am to review their projects and/or receive a permit on the spot.

Separate Permits are required for each trade on every project, e.g. wiring, plumbing, building, HVAC, fire alarm, sprinkler, suppression. Construction permits are not required for repairs or alterations less than \$1,000. Inspections are required for all permits, and at least three days lead-time is required for scheduling of inspections. Further information about the process and forms are available at <https://www.burlingtonvt.gov/DPW/Municipal-Agreement-Mission-Statement>.

Individuals and contractors are encouraged to work with Inspection Services while going through the zoning permitting process to review the structural and life safety elements of the project to avoid delays in obtaining a construction permit upon receipt of a zoning permit.

The primary codes adopted in the City of Burlington include:

- 2012 State of Vermont Fire & Building Safety Code (adoption & amendments), which is also applied to Single Family Homes in Burlington
<http://firesafety.vermont.gov/Standards>
- City of Burlington Code of Ordinances <http://www.codepublishing.com/vt/burlington/>
- The Uniform Fire Code, NFPA 1 (2012 edition)
- The Life Safety Code, NFPA 101 (2012 edition)
- The National Board Inspection Code, National Board of Boiler & Pressure Vessel Inspectors, 2004
- The International Plumbing Code, IPC (2009 edition, effective December 15, 2010)
- 2009 State of Vermont Plumbing Rules (adoption & amendments)
- The International Building Code, IBC (2012 edition)
- 2010 ADA Standards for Accessible Design

Fire Alarm, Sprinkler and Suppression System Permits

The office of the City Fire Marshal is responsible for ensuring adequate Fire Department access during the planning phase of any new construction. Our office reviews construction projects for compliance with the State and local Fire and Life Safety Codes. Construction projects requiring fire alarm, sprinkler, or suppression systems require a permit be issued through the Fire Marshal's office. After the plans have been reviewed and approved, the Fire Marshal will conduct rough-in and final inspections and witness acceptance testing of the system(s). Plan review and acceptance testing is required by the City prior to the issuance of a Certificate of Occupancy for a building.

Staffing

ISD staff includes:

- 2 building inspectors
- 1 plumbing and mechanical inspector

- 1 electrical inspector
- 1 excavation inspector
- 3 customer service staff

Fire Marshals Office staff includes:

- 1 Fire Marshal (inspections and plan review/permitting)
- 1 Assistant Fire Marshal (inspections and plan review/permitting)
- 1 Fire Inspector (residential time of sale inspections)

Appendix E

Unified Certificate of Occupancy – Code Enforcement

Once all of the work has been completed, a Unified Certificate of Occupancy (UCO) must be requested. The UCO completes both the zoning and construction permit processes, and must be received before a new/renovated space may be used. UCO's are issued by the Code Enforcement Office whose job it is to ensure that all of the work was completed in accordance with the permits that were issued. UCO applications, and a certificate of occupancy fee, must be submitted to the Code Enforcement office.

Code Enforcement Office will conduct an inspection and issue the Certificate of Occupancy if the project was built as permitted. If the project was not built as permitted, the Code Enforcement Office may require subsequent zoning review, or enforcement action may be taken. If the project was not fully completed and a Certificate of Occupancy is needed to close on a real estate transaction, the Code Enforcement Office may issue a Temporary Certificate of Occupancy with payment of an additional fee.

Further information and forms are available at
<https://www.burlingtonvt.gov/CodeEnforcement/Zoning>.

Staffing

Code Inspection Staff includes:

- 1 Customer service staff
- 1 Inspector (half time)
- 1 Zoning specialist/inspector